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MEMORANDUM

TO : Executive

FROM : Director of Training

SUBJECT : Proposed functional statement

Date 30 November 1950

1. Attached is an outline of a proposed statement of functions of the Director of Training. Your approval is requested. Upon its approval in whole or in part an estimate of immediate personnel, space and budget needs will be prepared.

2. There is in preparation a survey of present training programs and facilities within the Agency.

3. Meetings will be held immediately with the Assistant Directors and Staff Chiefs who will be asked to indicate, by means of replies to a questionnaire, their estimate of the long-term personnel needs of their respective Offices or Staffs. The questionnaire will cover types of people, general and special skills or abilities they should possess, and the numbers which will probably be needed within indicated periods of time.

MATTHEW BAIRD

Attachment (1)

"O.K."

/s/ MC

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ATTACHMENT A